

The One with the Girl from Poughkeepsie

II International Training Meeting
1st - 4th of September 2022

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**TRIED REALLY HARD TO CREATE
A POSITIVE ATMOSPHERE.**



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Wooclap

<https://www.wooclap.com/FRTFGL>

What is a physical Reception ?



National Groups' responsibilities

“During the Reception period:

- i. Contact and provide the accepted Applicants and Trainees with necessary information”**

ICM Decision Book, p60.

Quality standards

“Quality standards of ELSA Traineeships relating to Reception shall be published and revised annually by ELSA International and shall include at least the following:

a. Before the start of the Traineeship, the Trainees shall be provided with information about the destination of the Traineeship, including at least:

i. The contact details of the hosting National or Local Group and the Traineeship Provider; ...”

Contact details

Responsibility of ELSA Groups to put the Trainee and the Traineeship Provider into contact

After the confirmation by the Trainee :

Regarding the Traineeship Provider → Send to the Trainee an email with the contact information of the TNP and send an email to the TNP saying the Trainee accepted the TN

Tips and tricks : organise a call with both of them to make the Trainee more comfortable and to have a smooth transition.

The logo for ELSA, featuring the word "elsa" in a lowercase, white, sans-serif font with a stylized 'e'.

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Email of introduction

Regarding the Trainee's Reception : Send him/her an email of introduction :

- tell who you are
- tell that you're the person of contact
- ask if they need someone to pick them up at the airport
- propose them an on-site/online activity when they begin the TN

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Quality standards

- “... ii. The relevant legal requirements (e.g. visa, work permit, residence permit, insurance) and necessary assistance;
- iii. Finding suitable accommodation;”

The culture and the accommodation

In your email, don't forget to :

→ inform the Trainee about the culture and the city/country in general

Tips and tricks : send them your Reception Handbook/Flyer (if you have one)

→ ask if they need any help to find an accommodation. If necessary, ask them information about what type of accommodation they are looking for

Tips and tricks : in addition to send them website links (like booking, hotels website, ...), add them to Facebook group such as ... and groups about accommodation in the city of the TN

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Administrative requirements

In your email, don't forget to :

→ inform the Trainee about specific requirement such as VISA, insurance, taxes, and ask if they need any help

Tips and tricks : you can include basic information already in your Handbook

→ be sure to inform them about the Covid rules in your country and if they need specific documents to come (and/or if a quarantine is required at their arrival)

Tips and tricks : check regularly the rules in your country and update several times your Trainee if needed

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Administrative requirements

Regarding visas specifically, here are some tips and tricks :

- Wait for the confirmation from the TNP and EI that the Trainee is coming
- Get in touch with the Trainee as early as possible because getting a visa can be complicated → Therefore, tell the Trainee to not book his/her flight before have his visa
- Make sure the Trainee has all the necessary documents for the Traineeship or to get the visa → some countries have list of which documents you need to have to get a visa
- Case situation : if you want to make a Traineeship in Spain and you normally live in Italy, you have to go get your visa to the Spanish embassy in Italy !!!



Template of email

“Dear...,

I’m ... and I’m the Vice President in charge of Professional Development of ELSA ...

First of all, I would like to congratulate you for your acceptance to the Traineeship organised by ELSA Traineeships !

Secondly, I want to ask your permission to forward your contact information to the Traineeship Provider so he/she can contact you and settle everything for your Traineeship. If you would like me to be present during the first meeting to introduce you, that’s really not a problem !

Lastly, ... (two options of message depending if it’s online or physical TN) :

- Physical : if you need any help to find accommodation, to book your transport to come to Belgium or to deal with administrative stuffs, I’m here to help you ! If you want, when you arrive, we can meet, so I can show you the city where you will stay and show you some places where you can eat the best food in ... ! We can have a drink to welcome you properly with other Trainees or our ELSA Team !

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Template of email

- Online : Even if the Traineeship is online, I'm here for you ! If you want, we can have some calls to talk about the Traineeship, our association, about our country or just having small talk together ! We can also watch a movie, play some games, ... It' not because you're not physically there that we will not take care of you !

In the meantime, here is our Reception Handbook that will already give you some information about our beautiful country, its culture, its cities and more.

I would like to remind you that you are free to contact me whenever you want, either by email, by phone or by social medias. All my contact information are at the bottom of this email. Don't hesitate to reach out to me for anything, even if you need a little help, if there is a problem with the Traineeship Provider or if you just want to have a coffee.

I wish you a lot of success with this Traineeship, I'm sure you will do great and I hope to meet you soon !

Have a nice day !”

Signature

The logo for the European Law Students' Association (elsa) features the word "elsa" in a white, lowercase, serif font. The letters are closely spaced, with the "e" and "s" having a distinctive, slightly overlapping appearance.

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**Important to make the Trainee feels
that you are there for them !
→ Treat them like you would like to be
treated**

What to do when the Trainee is there ?



**Roundtable : what are your ideas to
organise a successful physical Reception
?**

Love your Trainee !

- Organise events specifically for Trainees
- Invite them to ELSA events so they meet the network
- Prepare a Reception pack for them with national drinks, food, map of the city, goodies of your LG/NG or from partners, ...
- Stay in contact with them at anytime (and also with your TNP !)

Be sure they feel comfortable

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But... What about Online Reception ?



**Same quality standards... But a bit
different...**

Online Reception

→ Be sure to give them the same important information as for a physical Reception (contact information about the TNP, your contact information and say you're there for them)

But, what is next since they are not coming in your country ?

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Online Reception

→ Send them your Handbook, information about the country, the culture

→ even if they are not coming, it is good for them to feel like they are travelling and discovering new things

→ Send them a postcard from your country, a Trainee pack by the post, videos/pictures of the city

→ they will appreciate to receive something from you and it will make them feel like they are really part of the adventure



Online Reception

→ Organise calls with them to keep in touch

→ it is more personal than just emails

→ Organise social moments such as watching a movie together, calls with other Trainees or ELSA members, games online

→ they will appreciate to have some “chill” moments and will not only experience the professional part of the Traineeship

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**Try to think about what would make
YOU happy if you had an online
Traineeship**

**Roundtable : what are your ideas to
organise a successful online Reception ?**

Example of a Handbook

Any question ?

